

DukeShift: How to Enter Pre-assignments from the Staffing Office

Preassignments are

- ISRP staff working their regular schedule (not extra shifts)
- Agency staff working in clinic or procedural area
- PRN float staff working their regular schedule (not extra shifts)

NOTE: Travelers are not tracked in DukeShift.

- To pre-assign the shift, go to the Reconciliation Tab
- Click on Reconcile/Edit Existing Shifts
- Enter at least the date of the shift and the facility. You can also enter the department.
- Choose the shift from the list.
- Then go down the page to add the name of the staff member to whom the shift is assigned.

The screenshot shows the 'Award Shift' section of the DukeShift application. It features a 'Staff Professional' dropdown menu, which is currently open, displaying a list of staff names including Suzanne Abate, Desta Abate, Keisha Abbott, Adrienne Abramson, Maricar Abrea, B4Health Account, Zita Achacoso, Lori Ackert, Padmavathy Adalam, John Alford, Agnes Ali-Osman, Wilma Allen, Jacqueline Allen, Courtney Allison, Colleen Almond, Virginia Alworth, Gail Amen, Esther Amos, Pamela Anderle, Ramona Anderson, Randi Antworth, Merlene Archer, Ashley Arndt, Michelle Arnold, Justina Asare, Beatriz Ashrafuddin, Latonya Askins, Carmelo Asuncion, and Gwendolyn Avanti. Below the dropdown are three more dropdown menus: 'Agency' (set to '- No Agencies -'), 'Professional' (set to '- No Professionals -'), and 'Wage Rate' (set to '- No Wage Rates -'). At the bottom of the form are three buttons: 'Reconcile/Save Shift', 'Delete Shift', and 'Cancel Shift'. Two callout boxes with arrows provide instructions: one points to the staff name dropdown and says 'If they are ISRP or PRN staff, choose their name here.', and another points to the 'Agency' dropdown and says 'If they are agency staff, choose the agency's name and THEN the employee's name here.'

6. Save the change by clicking the Reconcile/Save Shift button.
7. Scroll back up and find the drop down for Unfilled Reason.
8. The system should enter the Unfilled Reason (ie – Filled by Float Pool, Filled by Agency) based on the primary job code of the employee you enter. However, you can manually change it, as appropriate.
9. Click the Reconcile/Save Shift button to record your changes.

You should double check that the shift was marked correctly by running the Report called Cancellation/Unfilled Reasons and verify that your shift is listed under the Filled by Internal Float Pool or Filled by Outside Agency section and NOT the Assignment Completed section.

10. The interface between DukeShift and ActiveStaffer will put the appropriate activity code in ActiveStaffer. For preassignments, this will be the regular activity code (ie, 7A, 0645/12) and NOT the DS activity code. If the system can not find a matching code, it will use GSA (general staffing assignment).

NOTE: You would follow the same steps to mark a shift filled internally (at bedflow you hear that 21 will cover 23, for instance), as Unfilled-Hospital Filled.

11. Last step: You should look in API to verify that the code crossed over. If it did not, let Julia Bambach know the shift number. Also, if there is a duplicate activity code, delete the code that was entered by self scheduling (will be in dept 2560 or 2420) and leave the preassigned shift in the floated department.